



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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MEMBERS OF THE BOARD

GLORIA MOLINA

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ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

February 15, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

10 February 15, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

SUBJECT

ADOPTION OF CONFLICT OF INTEREST AND DISCLOSURE CODES

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for the Commission for Children and Families; La Puente Valley County Water District; Pasadena Area Community College District; Public Library; and Treasurer and Tax Collector to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

SUBSTANTIVE CHANGES:

(Commission for Children and Families)

- Deletes the position of Executive Director from the code due to reorganization.

(La Puente Valley County Water District)

- Changes the titles of two (2) positions.

(Pasadena Area Community College District)

- Adds the position of Vice President for College Advancement to the code.

(Public Library)

- Changes the title of one (1) position.

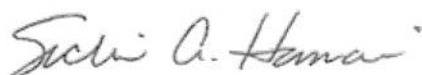
(Treasurer and Tax Collector)

- Changes the title of one (1) position.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sachi A. Hamai".

SACHI A. HAMAI
Executive Officer, Board of Supervisors

SAH:DG: kw

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

COMMISSION FOR CHILDREN AND FAMILIES

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Commission Members and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

COMMISSION FOR CHILDREN AND FAMILIES

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose income from and business positions and investments in agencies which provide services to or on behalf of the County of the type discussed, reviewed or considered by the Commission. These services shall include, but not be limited to, agencies which provide residential placements, day care, mental health, health, resource referral and educational services to or on behalf of the County departments servicing children.

CATEGORY 2

Individuals who perform under contract the duties of the designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

COMMISSION FOR CHILDREN AND FAMILIES

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Commissioners	1
Consultants	2

EFFECTIVE:

Conflict of Interest Code
of the

LA PUENTE VALLEY COUNTY WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and General Manager and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LA PUENTE VALLEY COUNTY WATER DISTRICT

EXHIBIT "A"

Types of business entities, business positions, investments, sources of income or real property reportable, according to the following disclosure categories as set forth for the designated positions listed on Exhibit B.

CATEGORY 1

Persons in this category shall disclose, in accordance with this Code, all interests in real property within the jurisdiction of the District, except personal residences or property used primarily for personal recreational purposes. Real property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the District or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 3

Persons in this category shall disclose, in accordance with this Code, all income and business positions.

CATEGORY 4

Persons in this category shall disclose, in accordance with this code, all investments and business positions.

CATEGORY 5

Consultants performing the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, consultants who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District, or agency which could affect financial interests and those consultants who, under contract, exercise primary responsibility for the management of public investments, shall be required to file Statements of Economic Interests disclosing reportable interests as determined by the General Manager of the District.

LA PUENTE VALLEY COUNTY WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of Board Directors	1, 3, 4
General Manager/Treasurer	3, 4
Superintendent	2
Board Secretary/Office Administrator	2
Consultant	5

EFFECTIVE:

Conflict of Interest Code
of the

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Trustees Members and the President and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PASADENA AREA COMMUNITY COLLEGE DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

PASADENA AREA COMMUNITY COLLEGE DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Trustees	1, 2, 3
President	1, 2, 3
Vice President for Administrative Services	1, 2, 3
Vice President for Instruction	4
Vice President for Student and Learning Services	4
Vice President for College Advancement	2, 3
Dean of Human Resources	2, 3
Dean of External Relations	2, 3
Director of Fiscal Services	2, 3
Director of Purchasing Services	1, 2, 3
Director of Business Services	2, 3
Director of Facilities Services	4
Supervisor of Bank Collection Services	2, 3
Director of Management Information Services	2, 3
Assistant Dean of Computing Services	4
Designated Consultants	5

EFFECTIVE:

Conflict of Interest Code
of the

PUBLIC LIBRARY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of the statement filed by the County Librarian and forward the original of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PUBLIC LIBRARY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

PUBLIC LIBRARY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
County Librarian	1, 2, 3
Chief Deputy County Librarian	1, 2, 3
Administrative Deputy II (UC)	1, 2, 3
Assistant Director, Public Services, Library (UC)	1, 2, 3
Assistant Director, Capital Projects & Facilities Services (UC)	1, 2, 3
Departmental Chief Information Officer I (UC)	1, 2, 3
Facilities Project Manager II	1, 2, 3
Head, Marketing and Communications	4
Facilities Services Manager, Library	4
Assistant Head, Facilities, Services, Library	4
Contract Services Coordinator, Library	4
Departmental Human Resources Manager II	4
Training Coordinator, Public Library	4
Departmental Finance Manager II	4
Head Support Services, Library	4
Library Administrator	4
Assistant Library Administrator	4
Special Assistant, Public Services, Library	4
Librarian IV (Materials Evaluator)	4
Information Technology Manager II	4
Information Technology Manager I	4

PUBLIC LIBRARY

EXHIBIT "B"

Designated Positions

Information Systems Supervisor I

Consultant

Disclosure Categories

4

5

Effective:

Conflict of Interest Code
of the

TREASURER AND TAX COLLECTOR

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by the Treasurer and Tax Collector and forward the original of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

TREASURER AND TAX COLLECTOR

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from persons that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

TREASURER AND TAX COLLECTOR

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Accountant II, P.A.	1, 2, 3
Accountant III, P.A.	1, 2, 3
Accounting Officer I, P.A.	1, 2, 3
Accounting Officer II, Internal Controls	2, 3
Accounting Officer III, Internal Controls	2, 3
Accounting Officer III, P.A.	1, 2, 3
Administrative Deputy II	1, 2, 3
Assistant Treasurer and Tax Collector	1, 2, 3
Assistant Operations Chief	1, 2, 3
Cash Management Systems Analyst	4
Cash Systems Analyst	4
Cash Management Systems Analyst, Investments	2, 3
Chief Deputy, Treasurer and Tax Collector	1, 2, 3
Chief Tax Services	1, 2, 3
Contract Analyst, Treasurer and Tax Collector	4
Court Specialist II	5
Departmental Finance Manager II	1, 2, 3
Departmental HR Manager II	2, 3
Departmental Information Security Officer I	4
Deputy Public Conservator/Administrator I	1, 2, 3
Deputy Public Conservator/Administrator II	1, 2, 3
Estate Property Custodian, P.A.	1, 2, 3
Finance Analyst	4
Finance Analyst, Investments	2, 3
Head, Revenue and Fund Accounting, Internal Controls	2, 3
Head Staff Services, Personal Property, P.A.	1, 2, 3

TREASURER AND TAX COLLECTOR

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Information Technology Supervisor	4
Information Technology Manager II	4
Information Technology Manager III	4
Operations Chief	1, 2, 3
Operations Officer, Banking and Remittance Processing: Banking and Remittance	4
Principal Cash Systems Analyst, Cash Management	2, 3
Senior Accounting Systems Analyst, Internal Controls	2, 3
Senior Cash Systems Analyst, Cash Management	2, 3
Senior Deputy Public Conservator/Administrator	1, 2, 3
Senior Finance Analyst: Finance, Investments and Deferred Income	2, 3
Special Assistant, Treasurer and Tax Collector	1, 2, 3
Supervising Deputy Public Conservator/Administrator I	1, 2, 3
Supervising Deputy Public Conservator/Administrator II	1, 2, 3
Supply Officer I	4
Warehouse Worker I	4
Consultant	5

***NOTE** The Treasurer and Tax Collector, by law, is required to file pursuant to Government Code section 87200 et seq., and is therefore, not included in the list of designated positions for this department.

EFFECTIVE: